

# MARINE CORPS SECURITY COOPERATION GROUP

# REPORTING INSTRUCTIONS

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## **Welcome Message from the Commanding Officer of the Marine Corps Security Cooperation Group**

Marines,

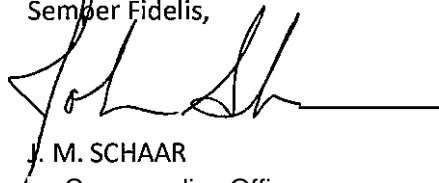
Welcome to Marine Corps Security Cooperation Group (MCSCG). The training you will soon undertake is designed to provide you with a depth of knowledge on advising and training Foreign Security Forces (FSF). I encourage you to take back as much information as possible to disseminate to the rest of your parent unit. Your ability to share this training with others in your command is a key responsibility that comes as a graduate of this course. Our task is to provide you with tailored, effective, and efficient training to set you up for success while interacting with our foreign partners.

During your time at MCSCG, we will only begin to scratch the surface of security cooperation and security force assistance within your respective Area of Operations (AO). Your ultimate success will largely depend on your individual preparation and study.

MCSCG support to you does not end when you finish your training at Fort Story. Our Security Assistance branch manages the Foreign Military Sales (FMS) cases that may provide funding for some of your future missions. Our Coordination, Liaison, Assessment and Training Teams (CLATI), staffed with several Foreign Area Officers (FAO) and Regional Area Officers (RAO), are always available for reach-back support and assistance. We are also available to assist you in your campaign planning for continuity during transition periods.

If you have any questions, please use the points of contact listed in these instructions.

Semper Fidelis,

A handwritten signature in black ink, appearing to read 'J. M. Schaar', followed by a horizontal line.

J. M. SCHAAR

Commanding Officer

Marine Corps Security Cooperation Group

## Reporting Instructions:

MCSCG provides the Operating Force a wide array of training opportunities. It instructs five formal courses as well as tailored periods of training for Security Cooperation Teams preparing to deploy.

All personnel reporting for training will report to the MCSCG Headquarters, Building 937, aboard Joint Expeditionary Base Little Creek – Fort Story no later than 0730 on their prescribed report date in order to commence training. The minimum pre-requisites for students attending MCSCG courses, or team training, are the following:

1. Minimum security clearance of Secret.
2. Students must possess the appropriate rank in accordance with the course attending, or possess an approved waiver.
3. Distance Learning Requirements: Reference individual course Quicklooks or MCTIMS Student Registrar Module for formal course prerequisites. All online courses listed as prerequisites must be completed prior to arrival for training at MCSCG. **Students must bring certifications for course prerequisites to the first day of class.** In addition to online prerequisites listed in Quicklook/MCTIMS course module, each student must have completed USMC Cyber Awareness Training. See the links below for course prerequisites (Quicklook):
  - a. [Security Cooperation Planners Course \(SCPC\)](#)
  - b. [Marine Advisor Course \(MAC\)](#)
  - c. [Security Cooperation Trainer Course \(SCTC\)](#)
  - d. [Basic Engagement Skills Train-The-Trainer Course \(BEST3\)](#)
  - e. [Basic Engagement Skills Course \(BES\)](#)

**Team Training:** In order to facilitate efficiency during the check in process, please ensure an accurate and complete roster of all team members is sent to the the appropriate Coordination, Liaison, Assessment, Training (CLAT) section Program Manager point of contact listed at the end of this document. Rosters must include rank, first name, last name, EDIPI number, clearance and parent unit.

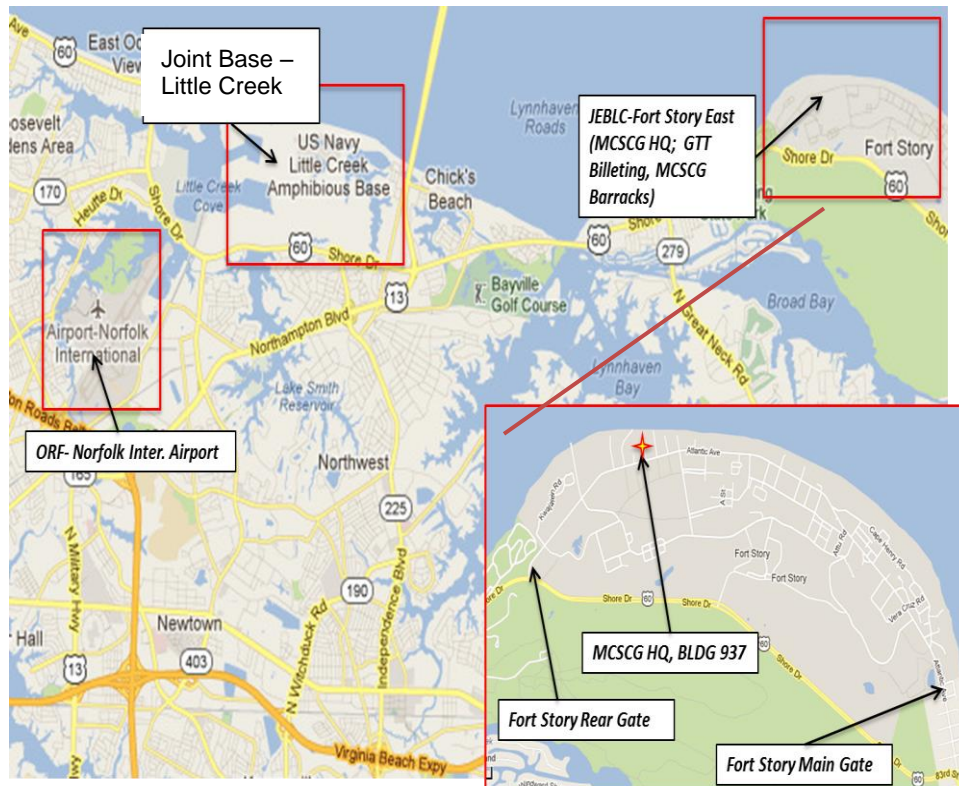
## Driving Directions:

Marines conducting training at MCSCG are responsible for securing travel from home station to Fort Story. Norfolk International Airport is located approximately 15 miles west of Fort Story. Every Marine does not require a rental vehicle. MCSCG recommends that parent commands consider authorizing a rental vehicle for every two or three Marines traveling via commercial air. Team members may choose to drive privately owned vehicles (POVs) to MCSCG for the duration of training. However, long term storage of POV's aboard Fort Story is not authorized. \* Fort Story Rear Gate is only manned during hours of high volume. Recommend using Main Gate during all off hours and holidays.

Fort Story is located at the far north end of Virginia Beach, Virginia.

- If traveling by vehicle from the North take I-95 S to I-64 East to Virginia Beach via I-264 East. Make a left on Pacific Ave (becomes Shore Dr). Make a right at Shore Dr. and Atlantic Ave. (stoplight). Proceed to Main Gate.
- If traveling by vehicle from the South take I-95 North to I-295 North to I-64 East to I-264 East to Virginia Beach, or US-17 N to I-64 East to I-264 East to Va Beach. Make a left on Pacific Ave (becomes Shore Dr). Make a right at Shore Dr. and Atlantic Ave. (stoplight). Proceed to Main Gate.
- Norfolk International Airport (ORF) is recommended for all air travel.

### Maps of MCSCG:



### MCSCG Facilities

The MCSCG compound is located aboard Joint Expeditionary Base Little Creek –Fort Story East. The headquarters and language classrooms are located in Building 937. Expansion classrooms and dedicated SC Team office spaces are available in Trailers B and C.





### MCSCG Compound



### Billeting:

Billeting onboard Ft Story is available only on a case-by-case basis due to Barracks renovations. Questions can be directed to S-4 at **757-962-4430, ext. 4168**.

### Messing:

Marines will be directed to use government messing at the Fort Story Galley. In the event the chow hall closes, students will rate the proportional meal rate (PMR) of \$37 per day to cover this gap in government messing. Government messing facilities are available aboard JEBLC-Fort Story East Mon-Thurs (B,L,D) and Fri (B & L). Messing is available aboard JEBLC-West (Mainside Little Creek) 7 days a week. All personnel visiting MCSCG for training must ensure that their travel authorization includes partial per diem rate for meals and incidental expenses for the duration of their training period.

### Administration & Logistics:

**Mailing Address at Ft. Story:** Mail should not be forwarded to MCSCG for instruction lasting less than 31 days, and should be avoided if possible. Orders and packages from places such as Amazon or

bodybuilding.com can be sent to MCSCG. Should you need to send mail to MCSCG prior to your arrival, use the address below:

**Rank and Name**  
**(Course title; i.e. BAC 3-15, AA team, etc.)**  
**Marine Corps Security Cooperation Group**  
**937 Atlantic Ave**  
**JEBLC Fort Story, VA 23459**

### **Travel Details**

Marines must coordinate with their current parent command to generate Defense Travel System (DTS) orders. Orders will cover the time spent at MCSCG conducting training. All Temporary Additional Duty (TAD) costs associated with travel to Fort Story will be paid by each Marine's parent command.

### **Temporary Duty & Travel Entitlements**

1. Marine will continue to receive Basic Allowance for Housing (BAH) and Basic Allowance for Subsistence (BAS), where applicable.
2. Marines that are married or have dependents will rate Family Separation Allowance of \$250.00 for each 30 consecutive day period that they are away from their home unit.
3. Per Commandant of the Marine Corps (Manpower Policy Office) determination, dated 22 Sep 2011, with regard to pay during field duty associated with TDY/TAD, both Active and Reserve Component members, officer and enlisted, while in a field duty status must have a mandatory pay account (i.e., BAS) check/collection at the current authorized meal rate to pay for Government provided meals. There is no reduction, withholding or deduction of the subsistence portion of per diem to pay for Government provided meals, since incident to field duty, there is no entitlement to per diem in the first place.

### **Government Travel Charge Card**

All members must have an activated Government Travel Charge Card (GTCC). Each member's administrative section must ensure that the card holder's GTCC is active and has adequate allowance for airfare, billeting while at MCSCG, rental car (if authorized).

### **Dress Attire/Uniform Guidance**

Individuals or small groups traveling on commercial air are required to wear civilian clothing. Uniforms are authorized only for conducting business on military installations during official ceremonies, escorting or accompanying a general or flag officer, making office calls at General Headquarters/Military Services Headquarters, or participating in exercises. Civilian smart casual and/or business attire should be worn at all other times.

Classroom instruction will primarily be conducted in the uniform of the day (Seasonal Marine Corps Combat Utility Uniform). A significant portion of the AT/FP skills and driving instruction will be conducted in casual civilian attire. Marines are encouraged to bring several sets of appropriate casual civilian attire specifically for training that may become soiled and/or torn.

### **Secure Visit Request**

Marine Corps Security Cooperation Group (MCSCG) is aboard a secure compound that requires all Marines to have at least a valid, adjudicated Secret security clearance and assigned access prior to entry. All security clearance issues must be resolved prior to arrival. No later than two work weeks prior to the start of the course, each student's Security Manager must submit a security visit request via Joint Personnel Adjudication System (JPAS). MCSCG's Security Management Office (SMO) code is 200031FN5. The Reason for Visit is "training" and enter the first and last dates of training. The Visit Access is "Secret." Give the actual course title in the space for POC (e.g. "BAC 15.1" or "RSM ROTO-2

GLT"), which allows MCSCG to sort the incoming request accordingly. For the POC phone number, list the direct line of the security personnel submitting the visit request. Identify all clearance or access issues well in advance of arrival at MCSCG. To discuss any security concerns or issues, call commercial (757) 962-4430, Ext. 2400; or DSN (312) 438-4430, Ext. 2400.

#### **Secret Internet Protocol Router (SIPR) Access**

In order to access the SIPR network during your time at MCSCG, Marines must use their individually issued SIPR token. SIPR tokens are issued by each Marine's parent command. **The Marine Corps Security Cooperation Group has limited ability to issue tokens to team members. Reservist requiring SIPR TOKEN support, must contact MCSCG S6 prior to reporting.** Marines requiring SIPR access will be required to complete a SAR upon arrival.

### **MCSCG COMMAND POINTS OF CONTACT:**

**For after hour issues, contact MCSCG OOD at 757-390-9300.**

#### **Adjutant/S-1 Officer**

COMM: 757-962-4430, extension 2233  
DSN: 312-438-4430, extension 2233

#### **S-1 Chief**

COMM: 757-962-4430, extension 2234

#### **S-2 Officer**

COMM: 757-962-4430, extension 2400

#### **Operations Officer**

COMM: 757-962-4430, extension 2262

#### **S-3/A**

COMM: 757-962-4430, extension 2264

#### **Training Instructor Group (TIG) SNCOIC**

COMM: 757-962-4430, extension 2334

#### **Operations Chief**

COMM: 757-962-4430, extension 2263

#### **Training Instructor Group (TIG) Deputy**

COMM : 757-962-4430, extension 2335

#### **AFRICOM CLAT Deputy**

COMM: 757-962-4430, extension 4127

#### **TIG Ops Chief**

COMM: 757-962-4430, extension 2347

#### **CENTCOM CLAT Deputy**

COMM: 757-962-4430, extension 4153

#### **PACOM CLAT Deputy**

COMM: 757-962-4430, extension 4154

#### **NORTH/SOUTHCAM CLAT Deputy**

COMM: 757-962-4430, extension 4130

#### **EUCOM CLAT Deputy**

757-962-4430, extension 4285

### **References:**

- a. NAVMC 3500.59A, Security Cooperation Training and Readiness Manual, 3 Oct 11
- b. CMC (MPO) LTR, Request for Pay Determination Regarding Subsistence, 22 Sep 11